

North Carolina Cost Share Programs Review Summary
(November, 2018)

County	<u>Lincoln</u>	Date of Previous Review/Report	<u>2014</u>
District Staff Name(s)	<u>Patty Dellinger, Kyle Watkins</u>	Date	<u>November 9, 2018</u>
NRCS Staff Name(s)	<u>Mike Sigmon</u>		
Division Representative(s)	<u>Ken Parks, Rick McSwain</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The district board meetings are regularly scheduled on the 2 nd Tuesday of each month, except for January, March, August, October.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?	X				There are 3 different notification locations. Outside the meeting room, county webpage and published in the local newspaper, <i>The Lincoln Times</i> .		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	The district technician identifies the resource concern and see if the applicant is eligible. Set up a meeting time on site to determine the problem. Other staff are included, and a copy of the application is taken in case the applicant is interested.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?				X	The technical staff helps with drainage issues, elevation shots needed, crop plant rows. Expansion of herd size and waste plans.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes. No concerns.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes. No concerns.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?			X		The board votes on a RFP even after it is signed by delegated authority outside of a board meeting. http://www.ncagr.gov/SWC/costshareprograms/documents/approval_contract_s_applic_rfps_jan2014.pdf	X		At the December 11, 2018 Board meeting a motion was made and seconded that Tommy Houser, as the Board Chairman has the authority to sign Request for Payments	Effective following the 12/11/18 meeting	Plan of action accepted. No further action needed.


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								outside of the Board meeting. The RFP's will then be presented at the following Board meeting as information. Motion was approved with Chairman Houser abstaining from the vote.		
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	The district knows about incentive BMPs but does not currently have any active contracts.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district has only farmer that farms outside the county, but there are none in the county that have multiple partners.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	If the applicant is determined eligible, then the application is ranked and if it ranks high enough and is approved by the board, then a contract is developed.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The technician meets in person with the applicant and each component of the contract is explained. This is done after the contract is approved by the		X			


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					division. Before the contract is approved the applicant is told not to start work after the division approval.					
What procedures do you follow for notifying the applicant that work can begin?				X	The technician calls the applicant and visits with the applicant to let them know work can begin.		X			
Describe the district/board's procedure for approving supervisor contracts.	X				The conflict of interest statement is read then any agenda item is identified and then the supervisor recuses himself or herself. The board has adopted an additional policy.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes. No concerns.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	The contract is reviewed verbally and sometimes given details of the contract if need. CS2 is not projected.		X			
What information do you provide the applicant?				X	A copy of the contract is given to the applicant along with a list of contractors, but do not recommend any one. The deadline dates. Material sheets, etc.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The technical staff talks with the applicant onsite to make sure what work is being done. Explaining any items in the contract to the contractors.		X			


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How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	The technician uses CS2 to track the 1/3 rd date. The technician is aware of the date and works closely with the applicant when the deadline approaches.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes. No concerns.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	There is a letter from the engineer if it is an engineering BMP and then it is documented in the 6 notes including who certified and when the BMP was certified.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, it is documented by the JAA signature.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	The district staff lets the NRCS office know of any of these contracts.		X			


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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	First is a phone call and the sends a letter to notify the individuals.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	Usually at the board meetings.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, these are kept in the file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	55-2009-328, Joe Carol Miller for pasture renovation.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These are tracked with the county finance dept. Munis is a database system for finances that Patty uses to communicate with the finance dept. The last audit was in October 2017. The audit for Lincoln County is		X			


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					conducted each year by Martin, Starnes and Associates, PA. Scott Cook, Lincoln County Accountant, stated that the audit starts in April when they start getting information for compliance. The auditor comes back in September/October to complete. The audit is normally completed and presented to the county in December. They are currently finalizing the FY 18 audit.					
Who in the office does work for Cost Share Programs?				X	Kyle Watkins		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Rick McSwain, the former technician had the JAA. Kyle Smith, the new technician is working on getting JAA.		X			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										


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Contract Number: 55-2013-349 Applicant Name: Robert Kalmbacher BMP: Stream Crossing, Fencing 				X	The BMP was functioning properly and looked good. All the documentation in the file looked good also.		X			


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<div>Contract Number: 55-2014-363</div> <div>Applicant Name: June Bug Farms, LLC</div> <div>BMP: Grade Stabilization Structure</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>All the documentation in the file looked good also.</div>		X			

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<div>Contract Number: 55-2012-802</div> <div>Applicant Name: Tommy Houser</div> <div>BMP: AgWRAP Water Supply Pond</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>All the documentation in the file looked good also.</div>		X			

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<p>Contract Number: 55-2015-810 Applicant Name: Valedale Angus Farms BMP: AgWRAP Water Supply Pond</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the documentation in the file looked good also.</p>		X			

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Contract Number: 55-2015-366, 55-2016-367 Applicant Name: Frederick Duncan BMP: Drystack/Composter 				X	The BMP was functioning properly and looked good. All the documentation in the file looked good also.		X			

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Contract Number: 55-2017-370 Applicant Name: Wayne Mitchum BMP: Sod-Based Rotation 				X	The BMP was functioning properly and looked good. All the documentation in the file looked good also.		X			

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<div>Contract Number: 55-2013-356</div> <div>Applicant Name: Larry Baxter</div> <div>BMP: Ag. Road Repair, Livestock Feeding Area</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>All the documentation in the file looked good also.</div>		X			
General Contract Summary										